

**City of Kerrville Planning & Zoning Commission Agenda**

**Thursday, February 1, 2007, 4:15 p.m.\***

**City Hall City Council Chambers, 800 Junction Highway, Kerrville, TX**

The meeting place has wheelchair accessibility and available accessible parking spaces. Please call the City of Kerrville Planning Division at (830) 792-8354 forty-eight hours (48) before the meeting to request accommodations.

**1. \*4:15 p.m. Pre-Meeting Session, City Council Chambers**

Review of today's agenda items between Staff and the Commission. No action will be taken and there is to be no discussion between the Commission and the applicant(s) or other audience.

**2. 4:30 p.m. Call to Order**

Chairperson calls the meeting to order; roll call.

Page

**3. Election of a Chairperson and Vice-Chairperson**

**4. Visitor/Citizens' Forum**

Any person with business not scheduled on the agenda is encouraged to briefly speak their ideas to the Commission. Please fill out the SPEAKER REQUEST FORM and give it to the Commission's Secretary prior to the meeting. (No formal action can be taken on these items as the Open Meetings Act requires formal action items be posted on an agenda no later than 72 hours before the meeting. If formal action is required, the items will be placed on an agenda for a future meeting.)

**5. Consent Agenda**

All items listed below in the consent agenda are considered routine or ministerial in nature and will be enacted with one motion. There will be no separate discussion of items unless a Commissioner or citizen so requests; in which case the item(s) will be removed from the consent agenda and considered separately.

**5A. Approve the minutes from the meeting of January 18, 2007.**

2

**6. Public Hearing - Replat**

6A. Replat: Villas at the Park – A replat of Lot 1, Block 2, Mesa Park, 4.28 acres located at Singing Wind Drive and Bridle Path. Zoned: R-3. Applicant: Voelkel Engineering and Surveying. (File No. 2007-02)

4

**7. Action Item**

7A. Preliminary Plat: Palacios Del Guadalupe – One (1) lot on 10.91 acres for residential development located between Guadalupe Street and the Guadalupe River. Zoned: W-8. Applicant: Guadalupe Surveying Company. (File No. 2007-01)

6

**8. Discussion and Consideration – Real Estate Acquisition Policy**

8

8A. Consideration of a recommendation to the City Council of the City's Real Estate Acquisition Policy. Applicant: City of Kerrville

**8. Staff Reports**

9

8A. Future Agenda Items/Project Update. Applicant: Senior Planner

**10. Adjourn** - The next scheduled meeting is Thursday, February 15, 2007

**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 5A **FOR AGENDA OF:** February 1, 2007

**DESCRIPTION:** Approval of the minutes from the meeting of January 18, 2007.

**APPLICANT(S):** Planning and Zoning Commission Secretary

**ATTACHMENT(S):** Minutes

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The Commission's Secretary recommends approval of the proposed minutes.

On January 18, 2007 the Planning and Zoning Commission pre-meeting was called to order at 4:20 p.m. in the City Hall Council Chambers, 800 Junction Highway.

**MEMBERS PRESENT:**

Mack Hamilton, Chairperson  
Harold Buell, Commissioner  
Bruce Motheral, Commissioner  
Andy Phillips, Commissioner  
Carl Meek, Ex-Officio City Councilperson

**MEMBERS ABSENT:**

Paul Hofmann, Ex-Officio City Manager

**STAFF PRESENT:**

Trina Ramirez, Planning and Zoning Commission Secretary  
Gordon Browning, Senior Planner  
Brant Garry, Director of Administrative Service

**DISCUSSION OF AGENDA ITEMS FOR THE REGULAR MEETING:**

The Commissioners and Senior Planner discussed the items on the agenda.

The pre-meeting adjourned at 4:23 p.m. No action was taken.

**1. CALL TO ORDER:**

Chairperson Mack Hamilton, called the Kerrville Planning and Zoning Commission regular meeting to order at 4:30 p.m. on January 18, 2007 in the City Hall Council Chambers, 800 Junction Highway.

**2. VISITOR/CITIZENS FORUM:**

No person spoke.

**3. CONSENT AGENDA:**

**3A. Approval of the minutes from the meeting of January 4, 2007.**

Comr. Kessler moved for approval of the consent agenda; motion was seconded by Comr. Phillips and passed 4-0-1 due to it being Comr. Buell's first meeting.

**4. Information and Discussion – Concept Plan**

***City of Kerrville Planning & GIS Division – [www.kerrville.org/planning](http://www.kerrville.org/planning)***

5A. Review and discussion of a proposed single-family development on approximately 325 acres (Wenzel/Hartman Tracts) adjacent to the City limits, generally located along the northeast extension of Coronado Drive and west of Harper Road. Applicant: Matkin-Hoover Engineering. (File #2006-37).

Cmr. Phillips excused himself from the Commission during this item due to a conflict of interest with the Concept plan. Cmr. Phillips previously filed the proper form with the City.

The Commission and the applicants representative, John Martin Matkin of Matkin-Hoover Engineering, discussed proposed thorough-fare plan, private streets, private water system, private sanitary sewer system, Utilities, lot sizes and storm drainage.

No action by the Commission was taken or was required.

Cmr. Phillips returned to the Commission at 5:13 p.m. subsequent to the item regarding the Concept Plan.

**5. Discussion and Consideration – Real Estate Acquisition Policy**

5A. Consideration of a recommendation to the City Council of the City's Real Estate Acquisition Policy. Applicant: City of Kerrville.

The Commission voted to defer action on this item until February 1, 2007

**6. Staff Report**

6A. Future agenda items. Applicant: Senior Planner.

Mr. Browning informed the Commission of items for future agenda.

**7. Adjournment** The next regularly scheduled meeting is February 1, 2007.

The meeting adjourned at 5:15 p.m.

ATTEST:

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Mack Hamilton, Chairperson

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Trina Ramirez, Recording Secretary

**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 6A **FOR AGENDA OF:** February 1, 2007

**DESCRIPTION:** **Public Hearing: Replat – Villas at the Park** – A replat of Lot 1, Block 2, Mesa Park 4.28 acres for residential development located at Singing Wind Drive and Bridle Path. Zoned: R-3. (File No. 2007-02)

**APPLICANT(S):** Voelkel Engineering and Surveying

**ATTACHMENT(S):** Plat

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**SUMMARY STATEMENT – FINDING OF FACT**

Timeline:

- January 3, 2007 – Replat application submitted to the City.
- January 24, 2007 – Development Review Committee (DRC) process completed, comments to applicant.
- **February 1, 2007 – Consideration of replat by Commission.**

Summary:

- The applicant is proposing an owner occupied townhouse development, zoning is in place to accommodate this proposal.
- Access to the site will be from Singing Wind Drive and Bridle Path.
- Approval of the preliminary replat will allow the developer to seek approval of development and construction plans.

The applicant is proposing an 80 unit townhouse development on a 4.28 acre tract at Singing Wind Drive and Bridle Path. This phased development, see phase lines on the plat, will be accessed from Singing Wind Drive (primary) and Bridle Path (secondary) by way of a private drive.

Staff has reviewed preliminary construction plans for this development. As stated preliminary plat approval will allow the developer to seek construction and engineering plan approvals.

**RECOMMENDED ACTION**

Staff recommends approval of the preliminary replat subject to the following conditions;

1. The plat should be titled Villas at the Park, a replat of Lot 1, Block 2, Mesa Park,
2. Show all existing and proposed easements with locating dimensions,
3. Show “Sailing Way”, a proposed private street, as a utility and access easement,
4. Provide a note on the face of the plat indicating ownership and maintenance of common areas,
5. Show building setback lines from Singing Wind Drive and Bridle Path,

6. Internal sewer mains will be required to be dedicated within a Public Sanitary Sewer Easement,
7. The detention basin will need to be dedicated as a "Detention Area" easement and the standard City dedication language added to the final plat,
8. Water line easements will be required to encompass the proposed water meters and fire hydrants, contact the City Engineer,
9. Onsite easements will be required for franchise utilities, the location and size of these easements will be determined with final construction plans,
10. The standard utility companies signature block will need to be amended to cover the necessary easements for the proposed underground systems,
11. Provide all other necessary signature blocks on the final plat,
12. Any additions and/or alterations to the engineering plans as required by the City Engineer, and
13. Conformance with the Parkland Dedication Ordinance as required by Article 10-IV-3(C)1.

The following comments are provided for informational purposes;

- Please note that detailed drainage plans and computations will be required at the time of the final plat and civil construction plan submittal,
- Show and label proposed public sidewalks to be constructed with this development on the construction plans,
- Since it appears that this development will be gated, adequate turn-arounds must be provided to allow vehicles that are denied access to turn around without having to back into a public street,
- Note, backflow prevention devices will be required, they must be located outside of rights-of-way and easements,
- It appears that a fence or wall is proposed around this property boundary. The fence/wall will not be allowed to be constructed within or over a city-dedicated easement. Additionally, the fence/wall will not be allowed to separate the fire hydrants from the buildings or fire lanes,
- Note, according to City records, the existing sanitary sewer that this development is proposing to tie into is a 6-inch main and not a 10-inch main. This main also serves other development further downstream, therefore, the design engineer will need to verify that this main has the capacity to serve this proposed development. In addition, show and label the existing easement that the existing main is located within, including recording information,
- The private drive will need to be marked as a fire lane, see the Fire Marshal,
- Fire hydrants will be needed every 500-feet measured along the fire lane,
- Install fire hydrants half the distance into the complex from the fire lane,
- Show radius on the corners, 25-feet on the inside, 50-feet on the outside,
- Both gates will need a Knox electronic key override and fail safe in case of power failure.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 7A **FOR AGENDA OF:** February 1, 2007

**DESCRIPTION:** **Preliminary Plat: Palacios Del Guadalupe** – A request for one (1) lot on 10.91 acres for residential development located between Guadalupe Street and the Guadalupe River. Zoned: W-8. (File No. 2007-01)

**APPLICANT(S):** Guadalupe Surveying Company

**ATTACHMENT(S):** Plat

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**SUMMARY STATEMENT – FINDINGS OF FACT**

Timeline:

- January 2, 2007 – Preliminary plat application submitted to City.
- January 19, 2007 – Development Review Committee (DRC) process completed, comments to the applicant.
- January 24, 2007 – Plat resubmitted by applicant.
- **February 1, 2007** – **Consideration of preliminary plat by Commission.**

Summary:

- The applicant proposes a one (1) lot subdivision for residential development, condo's.
- Access to the site will be from Guadalupe Street.
- Approval of the preliminary plat will allow the developer to seek approval of development and construction plans.

The applicant submitted this plat for review as a minor plat under the City's Subdivision regulations. However, due to the location of the existing floodplain/floodway line and the applicant's request to FEMA for a letter of map revision, staff is reviewing this application as a preliminary plat.

The applicant proposes to construct condo's on this site once platting and FEMA approvals are granted. Staff has been working with the applicant on this project with regard to both. Staff has agreed to release building permits for the development once the CLOMR has been approved with the final plat and certificates of occupancy being held until the LOMR has been received.

**RECOMMENDED ACTION**

Staff recommends approval of the preliminary plat as submitted, subject to the following conditions;

1. Show all existing and proposed easements with locating dimensions,
2. Provide signature block for Planning and Zoning Commission approval,
3. Onsite easements will be required for franchise utilities, the location and size of these easements will be determined with final construction plans,
4. The utility companies signature block will need to be amended to cover the necessary easements for the proposed underground systems,
5. With the submittal of the final plat, remove the topo information and include the FEMA case number when the revised floodplain/floodway line is approved,
6. Any additions and/or alterations to the engineering plans as required by the City Engineer, and
7. Conformance with the Parkland Dedication Ordinance as required by Article 10-IV-3©1 of the Subdivision Regulations.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 8A **FOR AGENDA OF:** February 1, 2007

**DESCRIPTION:** **Discussion and Consideration – Real Estate Acquisition Policy:** Consideration of a recommendation to the City Council of the City's Real Estate Acquisition Policy.

**APPLICANT(S):** City of Kerrville

**ATTACHMENT(S):** Draft Policy

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History:

- October 10, 2006 – City Council directs the Planning and Zoning Commission to review and comment on the proposed Real Estate Acquisition and Disposition Policy for the City.
- October 19, 2006 – Staff distributes copies of the proposed Real Estate Acquisition and Disposition Policy to the Commission.
- November 2, 2006 – Discussion of the policy by the Commission.
- January 18, 2007 – Staff distributed updated copies of the proposed Real Estate Acquisition Policy to the Commission.
- **February 1, 2007 – Discussion and recommendation to the City Council.**

Summary:

Previously, staff and the Commission have reviewed and discussed proposed drafts of the policy. Those comments and recommendations are reflected in the latest draft.

**RECOMMENDED ACTION**

1. Review and discuss the policy as presented by Staff, and
2. Recommend to Council approval of a Real Estate Acquisition Policy.



**BUSINESS OF THE PLANNING AND ZONING COMMISSION  
CITY OF KERRVILLE, TEXAS**

**AGENDA ITEM:** 9A **FOR AGENDA OF:** February 1, 2007

**DESCRIPTION:** Future Agenda Items/Project Update

**APPLICANT(S):** Gordon Browning, Senior Planner

**ATTACHMENT(S):**

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As of this writing the February 15, 2007 meeting agenda will consist of the following;

**Residential Replats:**

**Comanche Trace Phase 9** – This two (2) lot replat will create a single lot for the purposes of a single family residence, located generally south of Bandera Highway (SH 173) 4016 and 4020 Comanche Trace Drive.

**Lowry Addition** – Replatting two (2) lots into four (4) single family building sites, located approximately 100-feet northeast of the Palmer Street and Lowry Street intersection.

**B.F. Cage Addition** – Replatting one (1) lot into two (2) single family building sites, located at the north corner of Robinson Avenue and North Street.

**Final Plat:**

**Keystone Section Two** – A thirty-nine (39) lot single family development on 10.4 acres located along the northwest extension of Victory Lane. (This item require Council action scheduled for their meeting of February 13, 2007)